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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division  
THROUGH: Assistant Director for Operations *C.C.C.*

DATE: 2 September 1954

FROM : Chief, Contact Division

SUBJECT: Reclassification of Position No. K 267.01, Telegraphic-Typewriter Operator, GS-4, and Promotion [REDACTED]

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25X1A6a 1. We request that Position No. K 267.01, Telegraphic-Typewriter Operator, GS-4, [REDACTED] Contact Division, be reclassified as Intelligence Assistant, GS-5.

25X1A9a 2. Though Miss [REDACTED] has been classified as a Secretary (Stenography) and more recently as a Telegraphic-Typewriter Operator, her duties have been diversified. Miss [REDACTED] is an excellent stenographer and Communications Officer, but her greatest contribution during recent months has been in the direction of research and requirements activities. The attached job description bears out this fact.

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25X1A6a 3. The one Telegraphic-Typewriter Operator who remains in the [REDACTED] Office can handle adequately the flow of teletype traffic.

4. If this request is approved, funds are available for FY 1955 and 1956 to cover the increase in grade.

*for* [REDACTED]  
E. M. ASHCRAFT

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## Attachments:

Job description  
Standard Form 52

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